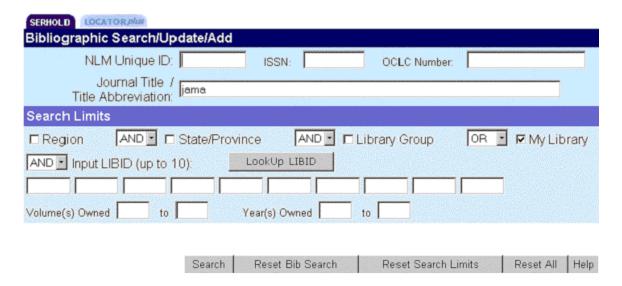
NN/LM ESSENTIAL DOCLINE: A REVIEW

UPDATING SERHOLD

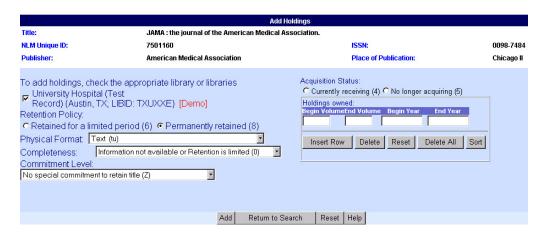
- To add a title to your SERHOLD data, remain in the SERHOLD Tab.
- In the Bibliographic Search/Update/Add section, enter the NLM Unique ID, the ISSN, the OCLC Number, or the Journal Title or Title Abbreviation.
- **NOTE:** The Title Abbreviation must be the official MEDLINE Title abbreviation. If you do not know this information, you will need to do a search from the LOCATOR*plus* tab.
- In the Search Limits section, the "My Library" criterion is a default selection. The box next to the selection has been checked for you. Nothing else needs to be selected in this section.
- Click on Search.



- The "Reset Bib Search" button allows you to clear only the "Bibliographic Search/Update/Add" section.
- The "Reset Search Limits" button allows you to clear only the "Search Limits" section.
- The "Reset All" button clears the SERHOLD tab.
- The "Help" button reveals a separate window that displays the SERHOLD portion of the Online DOCLINE Manual.

ADD HOLDINGS SCREEN

• The top portion of the screen is the title's bibliographic information.



Verify that the appropriate library [your institution] is checked.

Retention Policy

- Your Retention Policy dictates how long you will retain a title.
- Chose Retained for a limited period to maintain a title with a closed record.
 Example: last 10 years, last 5 years.
- Chose Permanently retained to maintain a title with an open record.



- When Retained for a limited period is selected, the right side of the screen or the "Acquisition Status" changes to the display below:
- Type in the number of years, months or editions retained.



Permanently retained means the policy is to retain all years of the title.

Retention Policy:
C Retained for a limited period (6) Permanently retained (8)

• When Permanently retains is selected, the right side or the Acquisition Status displays the following choices:

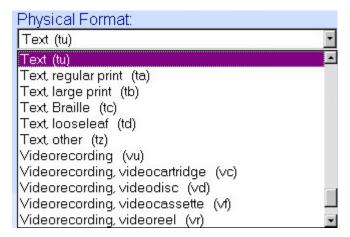


- Select the Acquisition Status as either Currently receiving or No longer acquiring.
- In the Holdings owned section, type in the volume number(s) and year(s).
- The Insert Row button allows you to skip not owned or incomplete years in your holdings statement.
- The Delete button allows you to delete a row. **NOTE:** the cursor needs to be blinking in the row you want to delete.
- The Reset button lets you clear any changes made.
- The Delete All button deletes the entire holdings statement.
- The Sort button allows you to resort the order of the rows in chronological order.



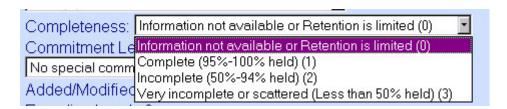
Physical Format

Select the physical format of the title.



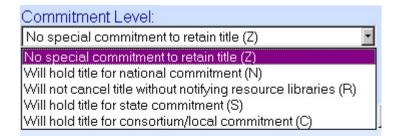
Completeness

Completeness requires you to estimate the amount of actual holdings you have.

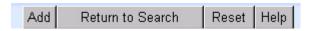


Commitment Level

• Commitment level refers to any institutional policy to retain the title.



Click on Add when you have finished adding your title.



UPDATING A TITLE IN SERHOLD

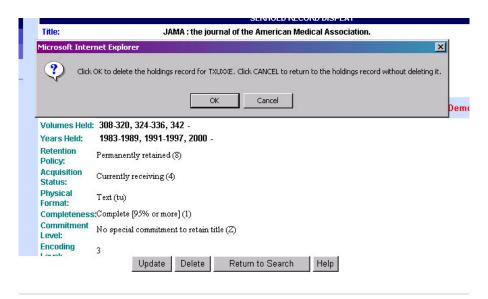
- The SERHOLD RECORD DISPLAY section is where the bibliographic information about the journal title is shown. This is a display only section; you may not make any changes to this portion.
- Underneath the SERHOLD RECORD DISPLAY section is your institution's holding information for this title.
- To update the holding information, click on Update.
- The UPDATE HOLDING SCREEN is similar to the ADD HOLDING SCREEN.
- Update any of the information and click on Save.

DELETING A TITLE FROM SERHOLD

To delete the title, click on Delete.



A message asking you to either accept the deletion or to cancel it comes up.



 After receiving the message that a record was deleted, you return to the SERHOLD Search/Update/Add screen.

